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CONFIDERTIAL

Executive Legistry

64-6253

10 September 1964

MEMORANDUM FOR: Registrar, Office	of Training
SUBJECT : Senior Manageme	nt Seminar
I nominate the following DCI Area of Senior Management Seminar scheduled at	
October 1964:	20/(1
Nominees:	
53-16, Chief, Bu	adget Division, 25X1
GS-16, Assista	nt to the Director. int General Counsel.
Alternate:	
Staff, GS-15, Chief,	, Manpower Control
Johnson	
	(signed) Lyman B. Kirkpatrick
	Lyman B. Kirkpatrick Executive Director
DRM:rcr	
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25X1

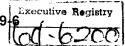
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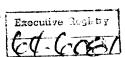


OGC 64-3594

9 September 1964

MEMORANDUM FOR:	Assistant to the Director	25X1		
SUBJECT:	Management Course, 25 through 30 October 1964	1		
	nominate Mr Assistant 15, for the Management <u>Course</u> to be held at	25X1		
	arough 30 October 1964.	25X1		
Performance of his duties has been				
of a high order, and he has had a broad exposure to Agency opera-				
tions overseas. It would seem to me that it would be very worth-				
while for him to be exposed to such a course now that he will be concerned with legal matters on a broader base throughout the				
Agency.				
		25X1		
	LAWRENCE R. HOUSTON			
	General Counsel			

25X1



01 SEP1964

MEMORANDUM FOR: Executive Director

Deputy Director for Intelligence

Deputy Director for Plans

Deputy Director for Science and Technology

SUBJECT

25X1

25X1

: Senior Management Seminar

1. In May 1964 the Agency offered for the first time a new type	
of management seminar for senior officials. This Seminar at	
presented under the auspices of the Office of Training, was attended	
by seventeen GS-15 and eighteen supergrade employees representing	
all major components of the Agency. The one-week program was con-	
ducted by	
New York City.	

25X1

25X1

25X1

2. In view of the positive response to the May Seminar by those who participated, a second presentation has been arranged to take place at ______ during the period 25-30 October 1964.

3. The seminar as developed by Mr. ____ and his associates is designed to improve the individual manager's effectiveness as a member and as a leader of a management team. It will assist him in identifying and analyzing his leadership behavior and in developing improved approaches. It will provide him with specific techniques for improving group effectiveness and for overcoming obstacles to decisive group action.

- 4. Much of the material in this program is based on a new approach to management as developed by Dr. Robert Blake of the University of Texas. This is the so-called "Managerial Grid" approach which is currently attracting much attention in management training and consulting circles. The program emphasizes active learning and departs considerably from the usual training methods. Agency experience with the Managerial Grid to date shows it to be highly interesting and rewarding.
- 5. As in the past it is considered desirable to establish registration quotas for major components of the Agency to insure agency-wide

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participation. Suggested quotas for filling the thirty-five available spaces are as follows:

Component	No. Nominees	No. Alternates
DCI Area	3	1
DD/I	9	3
DD/P	9	3
DD/S&T	5	2
DD/S	9	3

Nominees and alternates should be at the GS-15 level and above. Participation in previous Seminars or in other management training is no bar to registration for this program.

25X1

6. In that the program requires the completion of a certain amount of "pre-work" on the part of participants, as well as advance planning by OTR, it is important that the names of nominees be submitted well in advance of the scheduled date for the Seminar. Accordingly, it is requested that the names of your nominees and alternates be submitted directly to the Registrar, Office of Training, by 15 September 1964.

R. L. BANNERMAN
Acting Deputy Director

for Support

25X1